



NEW YORK
STATE OF
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Developmental Disabilities Planning Council

Governor Kathy Hochul

Vicky Hiffa, Acting Executive Director

NYS Developmental Disabilities Planning Council New Council Member Orientation Guide



[DDPC.NY.GOV](https://ddpc.ny.gov)

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Acting Executive Director's Message

Dear Council Member,

Congratulations on your recent appointment to the New York State (NYS) Developmental Disabilities Planning Council (DDPC). On behalf of the DDPC members and staff, we welcome you.

As a confirmed DDPC member, you are now a NYS policymaker. The DDPC developed this member guide to help you transition into your new role. In it, you will find general information about why the DDPC exists, how the DDPC operates and what opportunities being a member of the DDPC affords you.

I hope you find your experience serving on the Council rewarding and fulfilling.

Sincerely,

A handwritten signature in black ink that reads "Vicky Hiffa". The signature is written in a cursive, flowing style.

Vicky Hiffa
Acting Executive Director

The DD Act: Our Guiding Legislation

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) is the result of many amendments to disability legislation dating back to 1963.

The purpose of the DD Act, as described in the current law, is to “assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life...”

DD Councils

The DD Act created State Councils on Developmental Disabilities as one of the following three mandated programs in each U.S. State and Territory:

- **Councils on Developmental Disabilities**
- **The Protection & Advocacy System**
- **Centers for Excellence in Developmental Disabilities**

Each of these programs is funded by the Federal Administration on Intellectual and Developmental Disabilities (AoD).

State Designation of DD Council

Each state & territory designates one organization to function as that State’s Council on Developmental Disabilities. At the state/territory’s discretion, Councils operate as either State Agencies or as not-for-profit organizations.

“To assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life, through culturally competent programs.”



Administration on Disabilities

The Federal Administration on Disabilities makes sure that Councils adhere to the requirements of the DD Act.

You can learn more about the DD Act on the Administration for Community Living Website:

<https://acl.gov/about-acl/administration-disabilities>

The DDPC's Background & Mission Statement

The Federal DD Act requires that each of the 56 U.S. States and Territories identify a Developmental Disabilities (DD) Council. The New York State Developmental Disabilities Planning Council (DDPC) is the DD Council representing New York State.

Although the DDPC is 100% federally-funded, it operates as a New York State agency under the direction of the Governor.

What the Council Does

The DDPC addresses the needs of people with developmental disabilities by conducting advocacy, systems change, and capacity building efforts that promote self-determination, integration, and inclusion.

The primary work of the DDPC is done through pilot projects. These DDPC-funded projects seek to:

- Promote capacity building, self-determination, integration and inclusion.
- Empower individuals through activities that teach self-advocacy skills.
- Advance public policy and systems change that helps individuals gain more control over their lives.
- Create an environment of self-sufficiency, self-determination, inclusion, and acceptance.



Advocacy . Innovation . Inclusion

Mission Statement

The mission of the New York State Developmental Disabilities Planning Council (DDPC) is to enhance the lives of New Yorkers with Intellectual and Developmental Disabilities (IDD) and their families through programs that promote self-advocacy, participation, and inclusion in all facets of community life.

Core Values of Our Agency

1. We view disability as a natural part of the diverse human experience.
2. People with IDD and their family members are decision makers on agency initiatives.
3. We seek input from people representing diverse perspectives and experiences to strengthen our initiatives.
4. We promote equity in access to IDD services and resources and seek to drive positive change through a range of programs and projects.

THE STATE PLAN: OUR ROADMAP

DDPC activities are guided by five-year plans called “State Plans”. State Plans are developed by the DDPC to provide guidance on what activities will be undertaken and how resources will be allocated for a particular five-year period.

State Plans consist of a series of identified objectives and activities that the DDPC will attempt to complete within a five-year span. Councils are required to review their current State Plan annually and, if necessary, update it.

Sticking to the Plan

It is important to understand that each DDPC State Plan provides details to the federal government on how the DDPC will use its funding allocation. Only projects or initiatives which fit into the State Plan may be considered for development.

State Plan Development

If your term as Council Member coincides with the end of a State Plan, you will likely be working with other Council Members and DDPC Staff to develop a new State Plan.

State Plan Approval

Each State Plan must be submitted for approval by the Administration on Disabilities.

This approval process is designed to ensure that the submitted State Plan conforms to the legal requirements of the DD Act.

It is important to understand that each DDPC State Plan provides details to the federal government on how the DDPC will use its funding allocation.

Each State Plan must be submitted for approval by the Administration on Disabilities.



DDPC Leadership Positions

Executive Director

Under the Federal Developmental Disabilities Assistance and Bill of Rights Act, each Developmental Disabilities Council is required to have an Executive Director to coordinate efforts between the Council and agency staff.

- Oversees operation of the agency, including staffing & supervision, management of agency resources, and assignment of responsibilities
- Coordinates efforts between Council and Staff
- Administers Council policies, procedures, and records in accordance with New York State & Federal Law
- Promotes and implements Council plans, priorities and objectives

Chairperson

The Chairperson presides over all meetings of the full Council, appoints the Council vice-chairperson, and acts in an advisory capacity on selecting committee chairpersons. Full responsibilities of the Chairperson are outlined in the DDPC By-Laws.

- Implements Council Mission
- Presides over Full Council Meetings
- Outlines specific charges and responsibilities of all committees

Vice-Chairperson

The Council Vice-Chairperson presides over the Executive Committee and serves as the Chair of the Council meetings in the absence of the Chairperson. Full responsibilities of the Vice-Chairperson are outlined in the DDPC By-Laws.

- Serves as Chairperson of Executive Committee and presides over Executive Committee Meetings
- Presides over Full Council Meetings in absence of Chairperson
- Fulfills all duties of Chairperson when Chairperson is unable to do so.

Caucus Chairperson

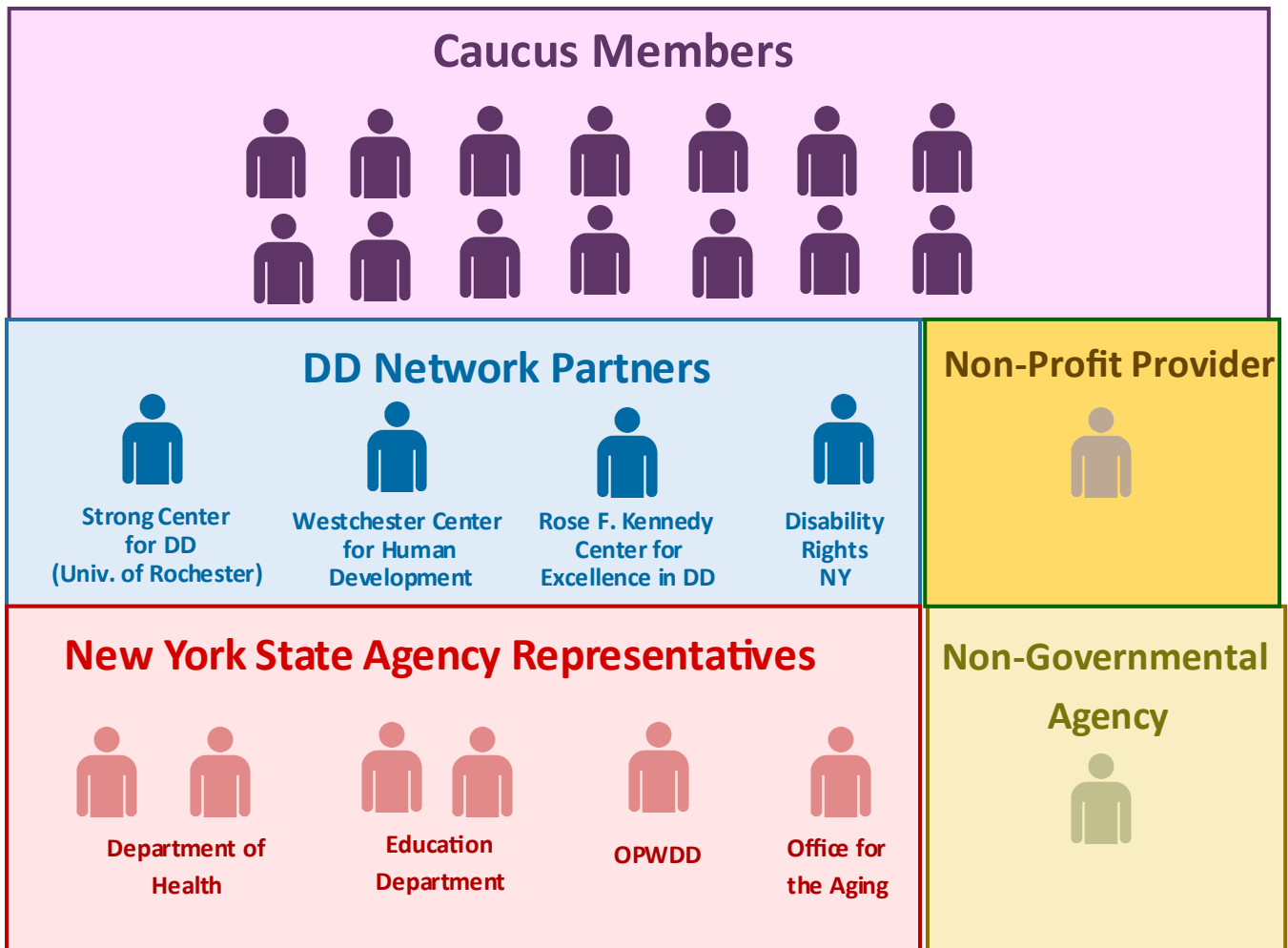
The Caucus Chairperson presides over the Caucus and serves as a voting member of the Executive committee.

- Presides over Caucus Meetings
- Provides Caucus Report to Full Council
- Serves as voting member on Executive Committee

WHO SITS ON THE COUNCIL?

The Council is made up of state agency and DD Network representatives along with Governor-appointed volunteers known as Caucus Members. The DD Act requires at least 60% of these volunteers must be individuals with developmental disabilities or family members of a person with a developmental disability. In addition to Caucus Members, there are four additional categories of membership. This diversity of membership ensures that there is input from individuals representing many different skills and life experiences and communities throughout NYS.

Council Membership Categories & Agency Representation



COUNCIL MEMBER DUTIES

Duties of a Council Member

As a Council Member, you will be required to:

- **Attend three Full-Council Meetings and three Committee Meetings annually**
- **Participate in meetings, discussions and presentations, during which you may be asked to contribute your ideas, opinions and experiences**
- **Participate in the development of projects and initiatives which fulfill requirements of the DDPC State Plan**
- **Review and vote on all DDPC funding motions**
- **Review and approve the DDPC State Plan**
- **Serve on DDPC Committees and Subcommittees**

Code of Conduct and Ethics Training

One of your most important responsibilities is to familiarize yourself with the ethics code and policies which govern all New York State appointees.

As a Governor Appointee, you must conduct yourself in accordance with the DDPC Code of Conduct and the ethics laws and standards of the State of New York. You will be required to complete an ethics training by the NYS Joint Commission on Public Ethics, and you will be asked to review and sign the NYSDDPC Code of Conduct.

The Importance of Attending Meetings

It is important that you make every effort to attend meetings, because your input is vital to the development of the projects and initiatives which complete the objectives in the DDPC's State Plan.

As a Council Member, you will be expected to attend Full-Council meetings, Committee meetings, and workgroups.

Council Members participate in the development of projects and initiatives which fulfill requirements of the DDPC State Plan.



DDPC Budget & Spending

DD Councils receive an annual allotment from the AoD. The DD Act requires that at least 70% of this allotment must be used to implement the Council's State Plan, and no more than 30% may be used for administrative costs.

State Plan Spending

The DD Act identifies 10 areas of emphasis and requires that the DDPC spend 70% of its total allocation for State Plan goals, objectives and activities which address needs in those areas. The Federal Areas of Emphasis include:

- **Employment**
- **Education & Early Intervention**
- **Childcare**
- **Housing**
- **Health/Healthcare**
- **Recreation**
- **Transportation**
- **Quality Assurance**
- **Informal and Formal Services and Supports**
- **Interagency Initiatives**

Administrative Spending

Administrative spending is not permitted to exceed 30% of the Council's budget.

Administrative spending includes such things as salaries, rent, office equipment and other operating expenses.

Your Role in the Budget Process

Council members are responsible for approving the annual budget and reviewing the Council's financial status on a quarterly basis.

A financial report will be provided to you at each Full Council Meeting by DDPC Fiscal Staff. You will have an opportunity to ask questions or make comments related to the Financial Report at that time.



THE CAUCUS

The Caucus is a committee which is comprised of the Council members with I/DD and family members of individuals with intellectual and developmental disabilities. The Caucus makes recommendations to the Council and Standing Committee Chair.

The Caucus meets on the day before each DDPC Full Council Meeting. Caucus Meetings always take place at the same location as the Full Council Meeting.

The Caucus has three main responsibilities:

- **Review the motions and materials to be presented at the next day's Full Council Meeting.**
- **Make recommendations to the Council regarding its work. These recommendations might include directions in which the Caucus would like to see the Council move.**
- **Discuss emerging needs which may need to be brought to the Council's attention.**



DDPC STANDING COMMITTEES

Most projects originate at the Standing Committee level. As a Council Member, you will be assigned to one of two DDPC Standing Committees:

- **Individuals and Families Committee**
- **Community and Systems Change Committee**

As their names indicate, each of the two Standing Committees works in specific areas.

DDPC staff appoints a Committee Chairperson to chair each of the Standing Committees. The agency assigns one staff Program Planner to each Committee to organize and facilitate meetings, and to work with the Committee Chairs to formulate ideas into clearly defined projects and initiatives which fulfill one or more objectives in the DDPC State Plan.

Once a Committee's idea is developed into a formalized project proposal, it is sent to the Executive Committee for review and approval. If the Executive Committee approves the project, it is sent to the Full Council as a funding motion for review and approval at a Full Council Meeting.

Individuals and Families Committee	Community and Systems Change Committee
<p>Both standing Committees are comprised of the following:</p> <p>Committee Chair Committee Chairs preside over Committee Meetings and facilitates discussion among Committee Members in order to develop ideas for new projects & initiatives in accordance with the objectives in the DDPC State Plan.</p> <p>DDPC Program Planner Program Planners organize Quarterly Committee Meetings and work with Committee Chairs to develop the Committee's ideas into clearly-defined project proposals for presentation to the Executive Committee.</p> <p>Committee Members Committee Members attend Committee Meetings and work together to identify innovative ways to fulfill the objectives and goals in the DDPC State Plan. These ideas are then crafted into formalized projects by the Committee Chairs and the Committee's Program Planner.</p>	

How a *Project Idea* Becomes an Approved Grant Project



Project Idea developed
at **Committee level**



Proposal finalized by Committee
& advanced to **Executive Committee**



Proposal reviewed & approved
by **Executive Committee**



Advanced to **Full Council** for
Funding Motion vote



If approved by Full Council, project
funding publicly announced
(ie, RFP)



To learn more about DDPC Grant Funding, see our website link: <http://ddpc.ny.gov/funding>

DDPC EXECUTIVE COMMITTEE

The Executive Committee is chaired by the Council Vice-Chairperson. The Executive Committee meets three times per year to review the work of each Standing Committee and make sure that the Council is on target to fulfill the goals and objectives in its State Plan.

The membership of the Executive Committee includes:

- **Council Chairperson**
- **Council Vice-Chairperson**
- **Standing Committee Chairs**
- **Caucus Chairperson**
- **OPWDD Representative (nonvoting member)**

Standing Committee Project Proposals are sent to the Executive Committee for review and approval. If the Executive Committee approves the project, it is sent to the Full Council to be voted on as a funding motion. If the funding motion passes at the Council Meeting, the project moves forward to the implementation phase.

If the Executive Committee does not approve the Standing Committee's Project Proposal, it has the option of sending it back to the Standing Committee with specific recommended changes to the project proposal, or it may simply indicate that the project is not something that the Executive Committee wants the Council to pursue further.



UNDERSTANDING THE DD NETWORK

The DD Act requires that three programs exist in each State and Territory:

- **Councils on Developmental Disabilities**
- **The Protection & Advocacy System**
- **University Centers for Excellence in Developmental Disabilities**

Each state and territory designates which organizations will administer each program. Together, these three programs comprise each state and territory's "DD Network."

NEW YORK STATE DD NETWORK

Council on Developmental Disabilities (CDDs)

In New York, the **NYS Developmental Disabilities Planning Council** is the designated CDD. The Council addresses needs by conducting advocacy, implementing systems change and capacity building efforts that promote self-determination, integration, and inclusion.



**Developmental
Disabilities
Planning Council**

Protection and Advocacy System (P&As)

In New York, **Disability Rights New York** is the designated P&A organization. The organization provides legal support to individuals with developmental disabilities. P&A's also encourage systems change and citizen participation., and they keep policymakers informed about disability issues.



University Centers for Excellence in Developmental Disabilities (UCEDDs)

University Centers for Excellence In DD (UCEDDs)

UCEDDs are university affiliates that act as liaisons between academia and the community. UCEDDs address issues and advance research related to the needs of individuals with developmental disabilities and their families. NYS UCEDDs are as follows:

- **Westchester Institute for Human Development (WIHD)**
- **The Rose F. Kennedy Center for Excellence in Developmental Disabilities (Albert Einstein College of Medicine)**
- **The Strong Center for Developmental Disabilities (University of Rochester)**



ORGANIZATIONS YOU SHOULD KNOW

There are two organizations with which you should familiarize yourself:

- **The Administration on Disabilities (AoD)**
- **National Association of Councils on Developmental Disabilities (NACDD)**

The Administration on Disabilities (AoD) is the federal government agency that funds State Councils on Developmental Disabilities and ensures that Councils work in compliance with the DD Act.

The *National Association of Councils on Developmental Disabilities (NACDD)* is a non-government organization which provides Councils with training, technical support and a forum for collaboration with other Councils.

Administration on Disabilities (AoD)

AoD is the federal agency which oversees state compliance with the DD Act and authorizes state expenditures in accordance with the law. The Commissioner of **AoD** acts on the authority of the Secretary of the U.S. Department of Health and Human Services.



You can learn more about AoD on their website:

<https://acl.gov/about-acl/administration-disabilities>

National Association of Councils on Developmental Disabilities (NACDD)

NACDD is the non-governmental national trade association which advocates on behalf of State Developmental Disability Councils.

NACDD provides cross-state coordination of councils, including training and technical assistance where needed. **NACDD** continually seeks input from State DD Councils in an effort to develop consistent, workable projects and initiatives that address the concerns and needs of people with developmental disabilities and their families. The DDPC Executive Director or a designee attends regular meetings of this national association.



You can learn more about the NACDD on their website: www.nacdd.org

Travel Reimbursement

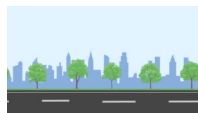
DDPC reimburses Council Members for their travel expenses to and from DDPC meetings. In order to be reimbursed, you must have a NYS Vendor ID. If you do not have this ID, DDPC staff will ask you to complete, sign, and return a Substitute W-9 Form. After the form is processed, you will receive your NYS Vendor ID via email and at that time, you should follow the instructions to confirm your information.



DDPC staff discusses all your travel needs with you before every meeting. DDPC staff will also arrange all of your lodging and/or transportation, based on your travel needs.

Reimbursable travel expenses include:

- Personal car mileage
- Rental cars
- Highway tolls
- Taxi fares



- Train tickets
- Lodging costs
- Per diem meals
(if not provided by DDPC)



**Please call the DDPC office at (518) 486-7505
if you have any questions about travel reim-
bursement.**

Do you want more information?



If you have questions or would like more information about DDPC, please call our office 9:00am to 5:00pm, Monday through Friday or email the DDPC any time.

Phone: (518) 486-7505

Email: information@ddpc.ny.gov

Website: www.ddpc.ny.gov

Office Hours/Days: 9:00am to 5:00pm, Monday - Friday

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